

Role Title: Lay Development Officer

ROLE PURPOSE:

To oversee and facilitate initial and continuing training for Lay Ministry in order to nurture confident leaders

Accountabilities	Measures of success	What you need to know
<p>Role description:</p> <ol style="list-style-type: none"> 1. The role will report to the Director of Mission and Ministry, and work to the needs of the Diocesan Director of Lay Ministry (DDLMM) and the Warden of Readers. The role requires close collaborative working the Clergy Development Officer 2. To help lead the overall strategy and delivery of nurturing and equipping lay ministry in the diocese. 3. To support, enable and oversee (in partnership with TEIs (in particular ERMC) as contracted service providers) the initial training of Licensed Lay Ministers in the diocese. 4. To work with members of the Mission and Ministry Team to ensure the effective delivery of the identified strategic priorities -particularly around nurturing confident leaders. <p>Specific duties:</p> <ol style="list-style-type: none"> 1. During the LLM vocational process, to help assess the training needs of candidates, and their suitability, and to advise the selectors, DDLMM, Warden of LLMs, DMM and Bishops. 2. Work with the DDLMM to provide suitable training for those who are about to start formal lay ministry training, including overseeing the Preparing to Study course. 3. Overseeing the delivery and development of the programme of training for Authorised Lay Ministry (ALM). Working with the DDLMM to establish, recruit, manage and provide ongoing support to a team of Course Tutors, Learning Community Facilitators and 1:1 Learning Mentors. 4. To work with the Lay Ministry Team to grow Lay Ministry across the diocese– in number as well as younger and more diverse. 5. To ensure individuals are supported and able to access learning 6. To induct new LLM students who are following the designated TEI route, to oversee their parish and external placements, to ensure they are properly supported and mentored, to monitor their progress and provide appropriate pastoral and academic support. 	<ul style="list-style-type: none"> • Feedback • Strength of relationships • Achieving deadlines • Regular 1-2-1 discussions and the annual appraisal • Contribution to the team 	<p>Qualifications</p> <p>Ordained or Lay, with theology or a related subject studied to at least degree level (Level 6) with study to Masters level being preferable or other exceptional proven ability to train others.</p> <p>Experience and skills</p> <ul style="list-style-type: none"> • A Confirmed member of the Church of England. • Commitment to the development of the whole people of God as disciples of Jesus Christ. • Understanding of the Church of England and its missionary interface with contemporary society. • Understanding of and experience of providing accessible ways into learning • Understanding of and experience of the needs of people with a range of academic and lifestyle backgrounds, and the challenges they encounter in engaging with learning. • Experience of designing and creating programmes of adult education.

<ol style="list-style-type: none"> 7. To work collaboratively with the chosen TEI/s as the diocese's principal agents, form Learning Communities and contribute to the teaching and assessment of students. To attend relevant TEI staff (and other) meetings. 8. In the context of those completing the training pathway of LLM formation, to report to the DDLM, recommending (or otherwise) candidates for admission as LLMs. 9. For those not recommended for training, to work with the Lay Ministry Team to ensure appropriate pastoral support is in place to help continuing discernment. 10. To be part of the Mission & Ministry Department, reporting on progress and helping to develop strategy and its implementation. 11. To work with the <i>LLM Board</i> in developing and implementing strategy for the training of LLMs and their pastoral support. 12. Continuing to explore potential for collaboration with neighbouring dioceses and partner denominations (particularly across the Eastern Region). 13. To continue to develop the Ely Learning Framework as a vehicle for delivering training for lay ministers. 14. To oversee the establishment of a programme of continued learning opportunities for lay ministers: ALMs, LLMs and Lay Chaplains 15. To oversee the development of new training opportunities that will equip leaders for a mixed-ecology of church. 16. Work closely with the Clergy Learning Officer to make the most of collaborative training opportunities. 17. Liaise with the National Ministry Team on areas of lay training and development 18. Work with the DDLM to oversee the Authorised Local Leader initiative, particularly ensuring training needs are identified and met. 19. To review LLM annual reviews and identify training needs/themes that are emerging 20. To oversee the programme of After Licensing Training for LLMs, in collaboration with the DDLM and Clergy Learning Officer. 		<ul style="list-style-type: none"> • Ability to deliver training in a range of modes and contexts. • Facilitation skills. • Ability to be flexible and to continue to develop planning in the light of changing needs. • Willingness to work flexible hours. • Confidence with IT and willingness to learn.
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<p>Professional Development</p> <ul style="list-style-type: none"> • Undertake any necessary training to ensure continuing personal development. • Participate in an annual review of performance. • Maintain professional and technical knowledge and keeping up to date with new and available technologies. <p>Any other duties which might reasonably be requested in association with this role in order to meet the needs of the diocese.</p>		<p>How you act:</p> <ul style="list-style-type: none"> • Excellent interpersonal skills, including a proven track record of strong team working. • Ability to work independently • Strong organisational skills, and the ability to manage a complex workload. • Ability to empower and support others. • Emotional intelligence
<p>Agreed by Job Holder..... Date.....</p>		
<p>Agreed by Manager Date.....</p>	<p>Review date</p>	